
HOW TO APPLY TO THE DEVELOPMENT ORGANIZATION

What is the purpose of the Development Organization?

The goal of Development Organization is to assist the applicant with processing their building permit application, plans and design documents. The Development Organization coordinates the review of the project through multiple city agencies and provides a single point of contact for problem resolution.

When is a Development Organization review required?

Review by the Development Organization is required for all new construction types, **except** for interior improvements and single family detached homes not in a Planned District, Planned Unit Development or the Hill Area.

What are the necessary reviews?

The Development Organization review process may include a **preliminary review**, however, it always involves **construction drawing review** by Planning, Building, Engineering, Fire, Landscape Architecture. And, on occasion, the Police department.

Preliminary Review is not required for all projects and is explained in more detail below.

1. Preliminary Review (Discretionary Review):

Preliminary Review is a discretionary review for projects that are not required to go through Planning Commission or the Zoning Administrator for approvals. These projects, depending on their scope, may be required to go through a Preliminary Review process. The preliminary review is intended to provide general review of site development and schematic architectural review. Other necessary environmental clearances may be accomplished in this process as well. The Preliminary Review provides an early opportunity for calling out potential major issues or problems before detailed construction plans are developed. The City Planner may, in some cases, waive the requirement for Preliminary Review when it is determined the project conforms to the general provisions of the Fremont Municipal Code.

Upon completion of the Preliminary Review process you will receive a letter stating whether your project has been approved for land use and conceptual architectural and site design, what the conditions of approval will be or denial of the application. At that time, staff will also provide a preliminary estimate of the fees pertaining to the project.

Preliminary approval is valid for one year but may be extended for one additional year upon request and approval of the City Planner.

2. Construction Drawing Review: Complete Construction Drawings are reviewed for compliance to:

- State and local Building Codes
- State and local Fire Codes
- City of Fremont Planning and Zoning regulations and design standards
- City of Fremont Landscape Development Requirements and Policies.
- City of Fremont Street Right-of-Way and Improvement Ordinance
- City of Fremont Grading, Erosion and Sediment Control Ordinance
- Fremont Development Policies
- Alameda County Flood Control standards and design requirements.
- Best Management Practices to prevent storm water pollution, during and post-construction.

Upon completion of first cycle of construction drawing review, correction comments will be given to the applicant in writing. The applicant's design team is expected to make necessary corrections and respond to these comments. Submittal of corrected plans, and design and construction documents, initiates the second cycle of review by city staff. Most projects will take more than two review cycles to resolve all design and construction issues.

Once all comments are resolved, the project is ready for issuance of the building permit. Impact fees, building permit fees, and other applicable fees will be collected at the time of permit issuance.

How much time do I have to get a building permit?

From the date of submittal of the first set of working drawings until the application expires is 180 days. During this period, all review cycles need to be completed. If circumstances beyond the control of the applicant have prevented action from being taken on the permit within the 180 days, the applicant may submit a written request for an extension of time to the Development Organization. If the extension is granted, the maximum extension shall be 180 days. However, the maximum length of time between the submittal of the First Review cycle and the issuance of a permit is 365 days.

How long does the process take?

Review of plans for the Preliminary Review is generally completed within 17 business days of application.

The first cycle of construction drawing review is generally completed within 22 business days of application. The second cycle and any subsequent cycles of construction drawing review are generally completed within 12 business days of application.

Can I have a preliminary meeting with staff?

A preliminary meeting with the Development Organization staff can be held prior to submittal to discuss the scope and nature of the proposed project and how best to proceed. The Development Organization Coordinator should be contacted to schedule a preliminary meeting. Please call (510) 494-4454.

What does the Development Organization review and process cost? What other fees might I expect to pay?

At the time of filing, an initial deposit of \$1,800 is required for a minor Development Organization review and a deposit of \$4,000 is required for a standard review. The total cost of a Development Organization review will depend on the staff time required to conduct the review and to process the application. Progress billings will be invoiced during the review of the project if charges exceed the minimum deposits listed above. A refund will be issued at the completion of construction if excess funds have been paid.

In addition to the Development Organization processing fee, there are other fees such as building permit application, building plan check, and inspection fees. There are also development impact fees that are due at the time of permit issuance.

The Fremont Unified School District also requires the payment of fees for most new construction. This fee is paid directly to the District. Evidence of its payment will be required before a permit can be issued.

What materials do I submit?

A Development Organization Information Sheet will be completed by staff outlining the necessary materials for the various steps of the review process. A complete application ensures an expedient and cost-effective review.

What if I have questions about the review process?

If you have questions about your application, at any time throughout the review process, please call the Development Organization Coordinator or staff at (510) 494-4480.

May a decision be appealed?

Appeal of Development Organization determinations may only be done in conjunction with a Preliminary Review. Such appeals must be submitted within 10 calendar days of receipt of the Preliminary Review letter and are considered by the Planning Commission. Appeals of issues relating to interpretation of the Building Code are considered by the City Council sitting as a Board of Appeals. Please contact Development Organization staff at (510) 494-4561 for more information.

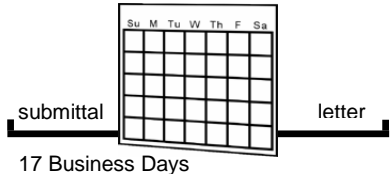
What does an appeal cost?

The appeal filing fee of \$35 must be submitted along with the written statement of objection(s) to the determinations of the Development Organization. Additional cost of processing the appeal will be borne by the applicant of the project.

DEVELOPMENT ORGANIZATION (D.O.) REVIEW

1. PRELIMINARY REVIEW

(Discretionary Review)



Review by interdepartmental team regarding:

- Land Development Codes
- Policies and Resolutions
- Architectural Review
- Environmental Review

To apply: Submit plans according to Development Organization Information Sheet.

Pay D.O. application fee.

City Response:

- Results in a letter which will state either approval, approval with conditions, or denial of the application. The letter will also include what information needs to be submitted with the prefinal application.
- Preliminary calculations of Impact Fees (if possible).

*Approval letter is valid for one year from date of issuance.
Approval may be extended once for a period of one year.*

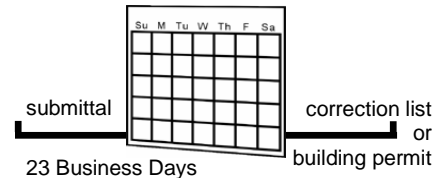
2. FIRST REVIEW

(Building Permit Application)

First Working Drawing Review to assure compliance with:

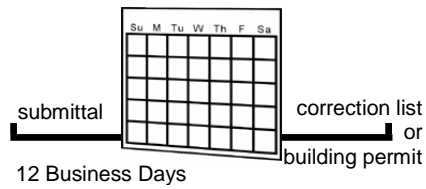
- Building codes
- Other City Ordinances
- Conditions of Preliminary Review approval

To apply: Submit construction drawings and documentation.
Pay D.O. deposit fee at initial submittal.
Pay Plan Check Fees.



City Response:

- Results in a correction list or approval (if there are no outstanding comments or conditions). If conditions remain, you must proceed to Final Review step within 180 days from date of Prefinal Submittal or application is void.
- Preliminary calculations of Impact Fees.
- If there are no outstanding comments, then fees are paid, plans are approved, and permits are issued.



3. SECOND REVIEW

Review of corrected working drawings to assure compliance with:

- Building Codes
- Other City Ordinances
- Outstanding Comments
- Conditions of Preliminary Review approval

City Response:

- Results in the issuance of a Building Permit or a subsequent correction list. A building permit must be issued within 180 days from Final Review Submittal or application will be void.
- Impact Fees calculated.
- If there are no outstanding comments, then fees are paid, plans are approved, and permits are issued.